

Acknowledgment and acceptance form of the [Code of conduct/PSEA policy]

I, _____ the _____ undersigned, _____ Mr/Mrs
.....
.....

Hired as Within the
organization]

From...../...../ 20... to...../...../20..... in
.....

Declares to have knowledge of the documents of **[Name of the organization]** below: (1) Code of conduct;
(2) Protection from Sexual Exploitation and Abuse (PSEA)

These documents are intended to assert **[Name of the organization]**'s commitment to a zero tolerance policy with regard to Sexual Exploitation and Abuse. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin **[Name of the organization]**.

By signing this document, preceded by the mention **"Read and approved"**:

- I understand **[Name of the organization]**'s commitment to safeguarding the rights and dignity of children and adult beneficiaries and to protecting them from abuse and exploitation as defined in this **[Code of conduct/ PSEA policy]**.
- I declare that I fully agree with the terms and conditions of the **[Code of conduct/ PSEA policy]**.
- I commit to treat all persons with whom and for whom I work with respect, without any distinction related to their identity, age, origin, status or situation.
- I agree to attend the specific SEA training that **[Name of the organization]** will offer me.
- After a thorough reading of the **[Code of conduct/ PSEA policy]** I understand:
 - o What sexual exploitation and abuse means, including the forms it can take.
 - o That I am duty bound to comply with the standards of behavior outlined in the **[Code of conduct/ PSEA policy]**.
 - o That I have a duty to report any act, form, or situation of sexual exploitation or abuse of any beneficiary.
 - o How to report a situation of sexual exploitation or abuse, in accordance with **[Name of the organization]**'s procedures, while maintaining strict confidentiality.
 - o That if I, in good faith, report a case of sexual exploitation or abuse, or cooperate with an investigation, I am protected from retaliation and may report any retaliation I feel I have suffered.
 - o If I have any questions, it is up to me to ask my supervisor, designated human resources staff, or the PSEA focal point.
 - o I understand that failure to comply with the **[Code of conduct/PSEA policy]** and not reporting may result in disciplinary action.

Done in

On/...../.....

Signature, preceded by the mention **"Read and approved"**: